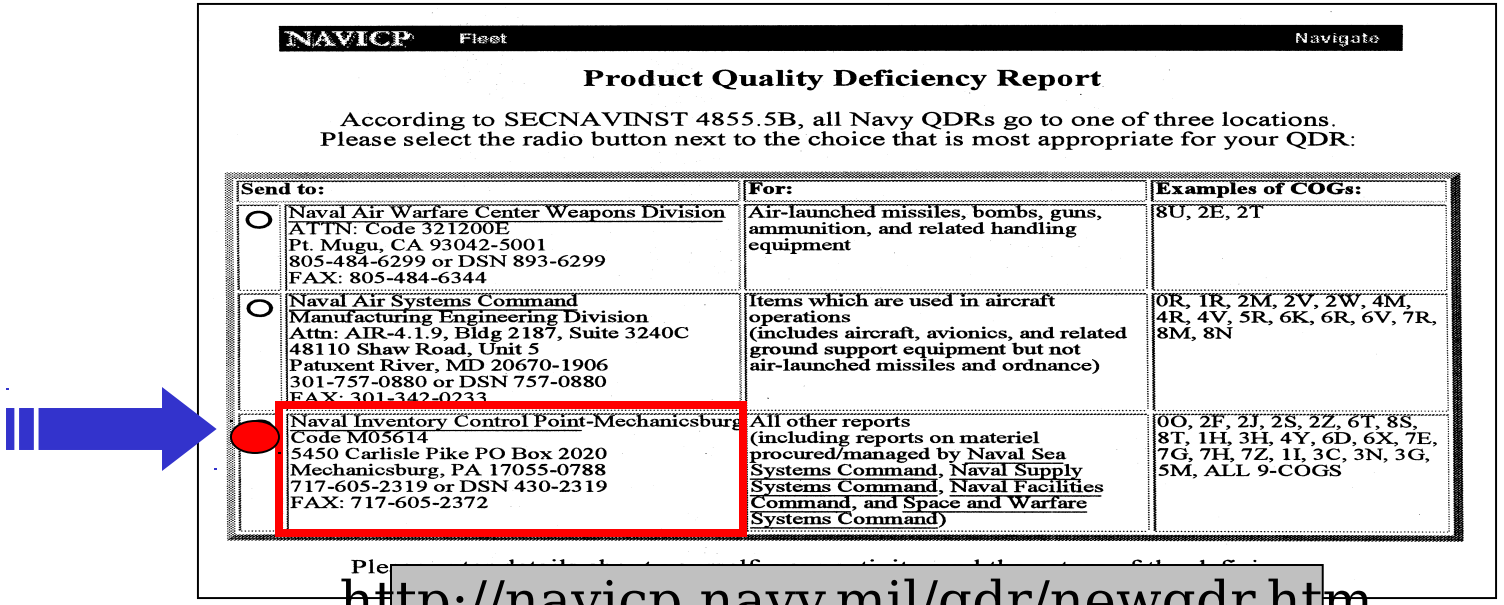
How to Prepare a PQDR

- Access NAVICP Web Site http://navicp.navy.mil/qdr/newqdr.htm.
- Select NAVICP-Mechanicsburg location to send your PQDR.



NAVICP Fleet Navigate

Product Quality Deficiency Report

According to SECNAVINST 4855.5B, all Navy QDRs go to one of three locations.
Please select the radio button next to the choice that is most appropriate for your QDR:

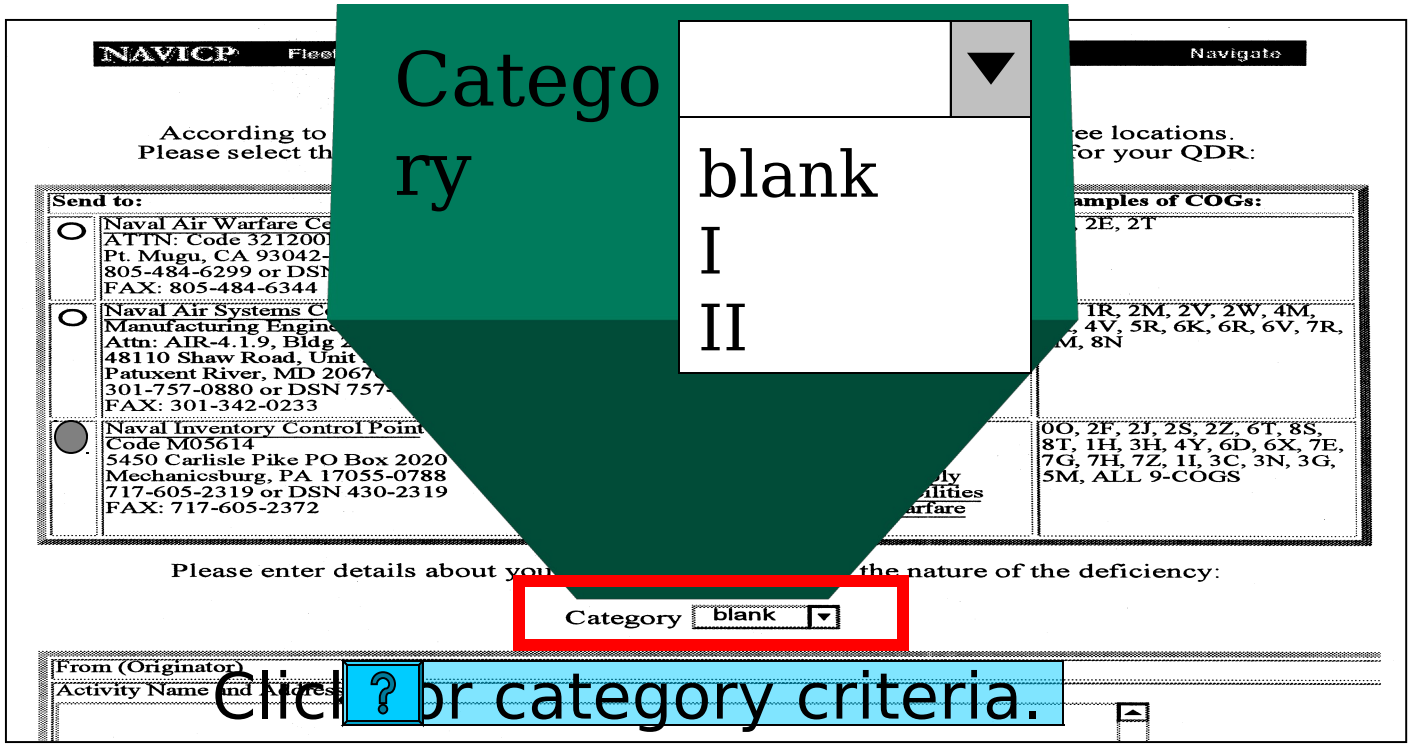
Send to:	For:	Examples of COGs:
○ Naval Air Warfare Center Weapons Division ATTN: Code 321200E Pt. Mugu, CA 93042-5001 805-484-6299 or DSN 893-6299 FAX: 805-484-6344	Air-launched missiles, bombs, guns, ammunition, and related handling equipment	8U, 2E, 2T
○ Naval Air Systems Command Manufacturing Engineering Division Attn: AIR-4.1.9, Bldg 2187, Suite 3240C 48110 Shaw Road, Unit 5 Patuxent River, MD 20670-1906 301-757-0880 or DSN 757-0880 FAX: 301-342-0233	Items which are used in aircraft operations (includes aircraft, avionics, and related ground support equipment but not air-launched missiles and ordnance)	0R, 1R, 2M, 2V, 2W, 4M, 4R, 4V, 5R, 6K, 6R, 6V, 7R, 8M, 8N
● Naval Inventory Control Point-Mechanicsburg Code M05614 5450 Carlisle Pike PO Box 2020 Mechanicsburg, PA 17055-0788 717-605-2319 or DSN 430-2319 FAX: 717-605-2372	All other reports (including reports on materiel procured/managed by Naval Sea Systems Command, Naval Supply Systems Command, Naval Facilities Command, and Space and Warfare Systems Command)	0O, 2F, 2J, 2S, 2Z, 6T, 8S, 8T, 1H, 3H, 4Y, 6D, 6X, 7E, 7G, 7H, 7Z, 1I, 3C, 3N, 3G, 5M, ALL 9-COGS

http://navicp.navy.mil/qdr/newqdr.htm

How to Prepare a PQDR

- First, determine and indicate if PQDR is a Category I or II.

http://navicp.navy.mil/qdr/newqdr.htm



PQDR Categories

- CATEGORY I
  - Critical defect which may cause death, injury, or severe illness; would cause loss or major damage to a weapon system; critically restricts combat readiness capabilities.
  - Not to be used solely to expedite replacement parts.
  - PQDR shall include Category I justification.
- CATEGORY II
  - Major or minor defect which does not meet the criteria set forth in Category I.

How to Prepare a PQDR

- ☑ Complete all information blocks on form. If a block doesn't apply or is unknown, indicate this with "N/A" or "UNKNOWN". Leave no blanks.

- ☑ The following block instructions are related to the Standard Form 368 as well as the web site on-line form which includes the same information.

PQDR Addressing Data

Block 1. (Core element) **From (Originator):** Enter the address of the originating activity in Item 1a and the name/duty phone/signature (signature not required for electronic transmission) of an individual who can serve as a contact for questions regarding the report and/or to request an exhibit/sample in block 1b. (Include commercial and DSN phone numbers. Block 1c. is the date of PQDR issue.) Also include your E-mail address and FAX number.

Block 2. (Core element) **To (Screening Point):** Enter in block 2a. the activity and address of the Screening Point to which the report is being submitted. Block 2b and 2.c will be filled out by the screening point. Naval Inventory Control Point, NAVICP-M05614, 5450 Carlisle Pike, PO Box 2020, Mechanicsburg, PA 17055-0788. On the Electronic form, the "Send to" address is selected in the beginning.

PQDR Identifier Data

Block 3. (Core element) **Report Control Number:** Twelve position Report Control Number (RCN) includes the six-position alphanumeric DODAAC followed by a 2 position **calendar year** and a sequential four-position numeric serial number. Each RCN must be unique to ensure that the originating activity maintains a serial log of sequential PQDR numbers. Example: N00104-00-0001

Block 4. (Core element) **Date Deficiency Discovered:** Enter date the deficiency was discovered.

Block 5. (Core element) **National Stock Number:** Enter the National Stock Number of the deficient material. Include the Cognizance (COG) Code and Special Maintenance Item Code (SMIC), if known. Example: 1H 5310-01-039-2511 X3

Block 6. (Core element) **Nomenclature:** Enter the nomenclature of the material found to be deficient.

PQDR Manufacturer Data

Block 7a. (Important element, if known)
Manufacturer/City/State: Enter the name of the Prime Contractor, manufacturer of the item, or the maintenance contractor or Government activity who last overhauled the deficient material, and city and state where manufacturer/overhaul activity is located, as applicable. Repair or purchased equipment may be accompanied by a log book which indicates last overhaul activity. Manufacturer is important because it indicates who was responsible for ensuring the item met Navy specifications.

Block 7b. (Important element, if known) **Manufacturer's Code:** Enter the CAGE code of the Prime Contractor or manufacturer/overhaul activity identified in Block 7a. CAGE codes are usually included in item identification markings as a 5 digit alphanumeric code.

Block 7c. **Shipper/City/State:** When the item was received from an activity other than the manufacturer/overhaul point

PQDR Manufacturer Data

Block 8. **Manufacturer's Part Number:** Self-explanatory.

Block 9. (Important element, if known) **Serial/Lot/Batch:** If available, enter the serial number, lot number, and/or batch number of the deficient material. Use Block 22 if required. Always attempt to identify serial numbers of repairable items. Serial numbers are usually available on item identification markings of the unit.

PQDR Contract Data

Block 10a. (Important element) **Contract Number:** Enter the contract number used by the inventory manager (or purchasing activity) to procure the defective item (e.g., DLA900-97-M-0001). For new items, contract number information should be provided on unit identification markings. Request you prepare a separate PQDR for each contract number you are reporting as defective.

Block 10b. **Purchase Order Number:** Enter purchase order number if applicable.

PQDR Contract Data

Block 10c. (Important element, if known) **Requisition Number:** Enter the complete requisition number (including Unit Identification Code (UIC)) under which the reporting activity ordered the defective item. This is necessary in order to process credit. When the original document number cannot be determined, the Screening Point will assign a MILSTRIP document number as follows:

- Originating Point DODAAC will comprise the first six characters (the DODAAC will receive credit unless otherwise specified)
- Current Julian calendar date for the next four characters
- Ending four-digit serial number beginning with "U" will complete the constructed document number
- Example: N00104-0258-U001

NOTE: When multiple requisition numbers are indicated on one report, ensure that a breakdown of defective units by requisition number is

PQDR Deficient Item Data

Block 11. **New or Repaired/Overhauled:** Check the appropriate block to identify if the material is either new or repaired/overhauled.

Block 12. **Date Manufactured, Repaired, Overhauled:** For new material, enter date manufactured when known. For Repaired/Overhauled material, enter the most recent repair/overhaul date.

Block 13. **Operating Time at Failure:** Indicate the length of time material had been in operation since new or overhauled when the deficiency was discovered. Operating time may be measured in hours, miles, cycles, etc. Include the type of measurement unit used (i.e. hours, miles, cycles, etc.) when indicating Operating Time at Failure.

Block 14. **Government Furnished Material:** Material in the possession of, or acquired directly by, the government and subsequently delivered to or otherwise made available to a

PQDR Deficient Item Quantities

Block 15. **Quantity:** Quantity shall be a count of each individual item - including applicable unit of issue.

Block 15a. **Received:** Enter the total number of items received in the lot or batch in which the deficiency was found, if known.

Block 15b. **Inspected:** Enter the number of items inspected.

Block 15c. (Core element) **Deficient:** Enter the number of items that were determined to be deficient as a result of inspection.

Block 15d. **In Stock:** Enter the total number of serviceable items remaining in stock at the Originating Activity under the reported NSN, if known.

PQDR Deficient Item Application

Block 16. **Deficient Item Works On/With:**

Block 16a. (Important element) **End item:** List major weapon system, item or commodity that deficient item is to be used with or on (i.e. SLQ-32 Fire Control Radar, Mk-50 Torpedo, F-18 Aircraft). Indicate type/model/series and serial number for the end item as applicable.

Block 16b. **Next Higher Assembly:** Enter the National Stock Number, nomenclature, part number, and serial number of the next higher assembly the deficient item works upon, as applicable.

PQDR Deficient Item Costs

Block 17. **Dollar Value**. Enter the actual unit price and applicable unit of issue of the material reported as being deficient, if known. If the actual price is not known, enter the standard unit price of the material as listed in the Navy Management Data List (NMDL). For repairable items, use Net price.

Block 18. **Estimated Correction Cost**. Enter the estimated cost including overhead for correcting all the deficient material cited in the report.

Block 19. **Item Under Warranty**. Check one of the blocks to indicate whether the deficient item is covered by a contractual warranty, if known. If the "Yes" block is checked then the expiration date of the warranty should be entered.

Block 20. **WUC/EIC**. Insert the applicable Work Unit Code/ Equipment Identification Code using seven characters when

PQDR Action Disposition Data

Block 21. (Core element) **Action/Disposition:** Check one of the blocks to indicate the nature of the action taken by the Originating Activity concerning the deficient material. **Enter "holding exhibit for 'indefinite' days" unless other blocks apply.** If none of the blocks indicate the action/disposition taken, check "Other" and identify the nature of the action taken or requested in block 22. "Return to stock", "Disposed of", and "Repaired" should be used infrequently and only to support operational requirements.

PQDR Deficiency Details

Block 22. (Core element) **Details:** This item provides valuable information concerning the deficiency. Explain what is wrong with the item to the best of the originator's ability. Explain how the item does not function with relating parts or assemblies. Include specific non-conformances with drawings, specifications, regulations, instructions, or contracts. If an item is dimensionally incorrect, list the actual dimensions as well as the source of correct dimensions (tech manual, drawing number, or comparative measurement of old item).

PQDR Deficiency Details (continued)

NOTE: The following types of information should be entered in this block if applicable:

• How deficiency was detected or confirmed, e.g. visual inspection, functional operations, etc.
• Where the deficiency condition was discovered, i.e. receipt inspection, during cyclical
inspection, during maintenance, special inspection directed by Inventory Control Point or
other authority, etc.
• List the Supporting documents included with this report. Photographs, sketches, and
photocopies are extremely valuable and should be included whenever possible. (When
photographs or photocopies are taken, a 12 inch or other ruler should be employed as a scale
placed alongside the object so as to appear in each photograph.) Measurements should also
be shown on sketches, when appropriate. If submitting PQDR via Internet, you will have to
FAX attachments to DSN 430-2372.

PQDR Exhibit Location Data

Block 23. **Location of deficient material:** Indicate where an exhibit is located (if an exhibit is being held). Enter the DODAAC of the location if known.

NOTE: Blocks 24. through 27. do not apply to the Originating Point.

Submitting a PQDR to NAVICP-M

- Electronically
  - SALTS (address code SCE)
  - INTERNET WEB SITE (http://www.navicp.navy.mil/qdr/newqdr.htm)
  - EMAIL SF-368 (QDRMECH@icpmech.navy.mil)
- Hardcopy Standard Form 368
  - FAX (717) 605-2372, DSN 430
  - U.S. MAIL (NAVICP-M05614)
- Originator may request PQDR status via web site http://www.navicp.navy.mil/qdr/statusqdr.htm

Provide EMAIL address on all PQDRs to better facilitate correspondence.

** Sample forms available*

NAVICP-M PQDR Processing

- PQDR RECEIPT to ORIGINATOR
  - Instructions to hold exhibit
  - 1 day for Category I QDR
  - Within 10 days for Category II QDR (Email expedites receipt)

To: JONESRL@STENNIS.NAVY.MIL
cc:
Subject: QDR RECEIPT ACKNOWLEDGEMENT

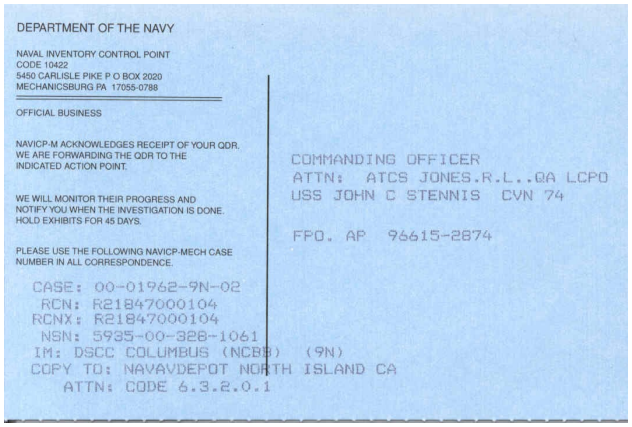
ATCS Jones,

NAVICP-M05614 has received your QDR, NSN 5935-00-328-1061, RCN R21847-00-0104 and assigned
NAVICP-MECH Case Number 00-01962-9N-02.

We will forward your case to Defense Supply Center Columbus (DSCC-NCBB) for investigation. Please
continue to hold the exhibit until disposition instructions are received.

NAVICP-MECH point of contact is Kathy Slentz, DSN: 430-4227 or Commercial (717)605-4227.

VR
Kathy Slentz


DEPARTMENT OF THE NAVY

NAVAL INVENTORY CONTROL POINT
CODE 10422
5450 CARLISLE PIKE P O BOX 2020
MECHANICSBURG PA 17055-0788

OFFICIAL BUSINESS

NAVICP-M ACKNOWLEDGES RECEIPT OF YOUR QDR. WE ARE FORWARDING THE QDR TO THE INDICATED ACTION POINT.

WE WILL MONITOR THEIR PROGRESS AND NOTIFY YOU WHEN THE INVESTIGATION IS DONE. HOLD EXHIBITS FOR 45 DAYS.

PLEASE USE THE FOLLOWING NAVICP-MECH CASE NUMBER IN ALL CORRESPONDENCE.

CASE: 00-01962-9N-02
RCN: R21847000104
RCNX: R21847000104
NSN: 5935-00-328-1061
IM: DSCC COLUMBUS (NCBB) (9N)
COPY TO: NAVAVDEPOT NORTH ISLAND CA
ATTN: CODE 6.3.2.0.1

COMMANDING OFFICER
ATTN: ATCS JONES.R.L..QA LCPO
USS JOHN C STENNIS CVN 74

FPO. AP 96615-2874

NAVICP-M PQDR Processing (cont.)

- Review QDR for Validity/Completeness
- QDR entered into QIPS Database and forwarded to the proper Action Point.
- Action Point Investigation
  - Interim PQDR Closing if required
    - Credit and Disposition
  - Exhibit handling instructions to Originator
  - Corrective Action/Repair/Replacement
  - Disposition of exhibits
- **PQDR CREDIT**
- Final PQDR Report to Originator

WHY Submit a NAVICP-M PQDR?

- **CREDIT Recovery - *$$$***
  - $4.5M provided by NAVICP-M for PQDRs to Originators in FY01.
  - $3.8M recommended by NAVICP-M for DLA 9cog Material in FY01.
- Help Eliminate Recurring Receipt of Deficient Material.
- Prevent Systemic Quality Problems